

**DATE:**

**Owner/Agent -  
Property Name:**

**Contract Number:  
Project Number:  
SSN :**

Dear Ms.

HUD has been working hard to improve Federal housing programs and increase the availability of affordable housing and community development resources throughout America. We hope you have noticed some of the positive changes in your community.

We are sending you this letter to notify you that HUD is undertaking a program, called the Income Verification Program, to assist your property manager in determining your correct rent payment. As you know, families who receive rental assistance are required to provide their property manager with correct income information for all household members. This information is necessary to calculate the correct rent payment for each family. HUD is working to verify that the income reported by families who receive rental assistance is complete and accurate.

Our preliminary analysis shows a difference between the amount of income your property manager has reported on your behalf and the amount of income for the year 1998 that has been reported to Federal agencies by your employers, banks or financial institutions. This information is shown on the back of this letter. There are many possible explanations for why this difference has occurred, and some may affect the amount of your rent.

**Please contact your manager within thirty (30) days of receipt of this letter to set up an appointment to review your income.** We have also told your manager that we sent you this letter, but your manager has not received a copy. It is essential that you and your manager work together to determine the correct income for calculating your rent. You must meet with your manager even if you believe that you correctly reported your income and that you have received this letter in error. Please bring all available information to the meeting so that all parties can make the most informed decision possible. If your income has been underreported and your rent is too low, your current rent may increase. HUD will not require your manager to make rental adjustments for prior years for underreported income that is identified through this process.

Refer to the enclosed Fact Sheet for more information concerning income reporting requirements, your rights and responsibilities, and other information about the Income Verification Program. If you have questions regarding this letter not answered by the Fact Sheet, please contact your manager or call HUD toll free at 1-888-825-3916.

Thank you very much for your cooperation.

Enclosure

Para traducción en español por favor llame al 1-800-298-0289, y oprima el número 1.  
如需中文翻譯，請打 1-800-298-0289，再選擇 2。  
Для перевода на русский язык звоните 1-800-298-0289, наберите 3.  
한국어로 번역이 필요하시면 1-800-298-0289 로 전화하시고, 4 번을 누르십시오.  
Cần dịch sang tiếng Việt, xin vui lòng gọi số 1-800-298-0289, nhấn số 5.

**Head of Household :**

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center - TASS  
1280 Maryland Ave, SW, Suite 800  
Washington, DC 20024

**DATE:**

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**Tenant Name:**

INCOME FOR CALENDAR YEAR 1998	
SOCIAL SECURITY ADMINISTRATION,	
Social Security Benefit Statement	\$ 2,964.00
Statement for Recipients of Interest Income	\$ 21.00

**Head of Household :**

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